

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Analyst 3 (EU 30)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)
Salary: \$74,183 approximate annual salary and full benefits package*
Closing Date: April 1, 2014
Job Number: 631

Eligibility Requirement: **Candidates must have applied for and passed the Information Technology Analyst 3 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

EXAMPLES OF DUTIES: Performs advanced senior level information security analysis and computer systems policy analysis work. As the Department's Information Security Officer, responsibilities include the ongoing application of IT principles, policies and procedures to monitor, control and protect IT infrastructure and the information during the operations phase of an IT system or application in production. Performs analysis and resolves problems related to user administration and operating level system security; Performs a variety of other data collection, reporting and briefing activities associated with IT security operations and maintenance to ensure that the Agency's IT security policies are followed as intended; reviews security regulations, advisories, standards, alerts and vulnerabilities and communicates accordingly with IT Management, department Data Owners, Program Managers, and the Bureau of Enterprise System Technology (BEST) to ensure compliance; collaborates with Agency's Risk Management Unit and BEST to prioritize security initiatives and spending based on appropriate risk management and/or financial methodology; performs IT security and vulnerability assessments against Agency network and information systems; performs IT investigations and forensics and is responsible for developing and executing assessment plans, analyzing assessment data and reporting on findings; develops and implements IT incident reporting/response processes and procedures to address a security incident/breach, violation of policy or complaint; serves as the point of contact for IT information security inquiries and audits; recommends and implements an ongoing IT risk assessment program, including recommending methods for overseeing vulnerability detection and testing; supports, tests, and maintains IT disaster recovery plans; develops process and procedures in support of IT Business Continuity Planning; conducts recoverability assessments and Business Impact Analysis to determine and assess the impacts associated with disruptions to business functions; conducts risk analysis of IT environments by assessing administrative, technical and physical safeguards; conducts a thorough review of Agency information systems and provides written reports that contain potential security risks and recommends solutions; Identifies protection goals, objectives and metrics consistent with Department and Agency strategic plans; must be willing to be on call and work long hours when emergencies arise; performs related duties as required.

Preferred Skills and Ability: Ideal candidate must be an intelligent, articulate and persuasive leader who can serve as an effective member of the technical team and who is able to communicate security-related concepts to a broad range of technical and non-technical staff; Should have five (5) years of experience with business continuity planning, auditing and IT risk management, as well as contract and vendor negotiation skills; minimum of three (3) General knowledge administering and maintaining mainframe acts with RACF security software; DB2 and CICS knowledge a plus; three (3) years of experience with Intra/Internet/Extranet security issues and architecture is desirable; experience with state and federal information resource technology regulatory issues and process is a plus. Certification in CISSP, CISA and/or CISM is desirable.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit:

- Cover letter
- Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings **and** copies of their last two years of attendance records (2012 & 2013).

Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

*Applicants who are not currently a state employee must start at the minimum salary. If you are faxing your application, please do not mail a duplicate copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Any modifications to this form will NOT be accepted.**